



City of Edina

Neighborhood Association Support Overview

Why Organize YOUR Neighborhood?

- Neighborhood Associations build community through cooperative action
- The City of Edina recognizes Neighborhood Associations to provide direct, effective communication
- Recognized Neighborhood Associations receive many benefits from the City of Edina
- Neighborhood Associations make Edina a better place to live, learn, raise a family, and do business!

Background

- The City of Edina adopted the **Neighborhood Association Policy** in 2013.
- The Neighborhood Association Policy identifies the purpose, expectations, bylaw requirements, recognition process, support, benefits, and other information for Edina's Neighborhood Associations.
- The City of Edina adopted **Neighborhood Association Map** that outlines the geographic area of each neighborhood. Every property in the city resides in only one neighborhood association area.

Organizing Checklist

- ✓ *Establish organizing committee*
- ✓ *Postcard sent to all residents in neighborhood*
- ✓ *Neighborhood-wide Informational Meeting*
- ✓ *Neighborhood Association Incorporation Meeting*
- ✓ *Completed Recognition Form*
- ✓ *Submit Bylaws & Meeting Minutes from Incorporation Meeting*
- ✓ *Edina City Manager Reviews & Approves Neighborhood Association's application*

Steps to Organize



COMPLETE

Available Assistance from the City

- Sample bylaws
- Organizing strategies and tips
- Meeting planning resources and information
- Annual Neighborhood workshop with topical information and resources
- Meeting Space
- City experts to speak at community events
- Annual copying services

Communication Information

- Free services provided to Neighborhood Association by the City of Edina:
 - Initial Mailing
 - Available on a ***one-time basis*** for initial neighborhood notification of association meeting
 - Includes printing and mailing of postcard to every household in neighborhood
 - **Content MUST be provided to City's Communication and Technology Services Department 21 days in advance of meeting**
 - Copying
 - Available ***once per calendar year***
 - Total number of copies equals neighborhood est. population
 - Double-sided, 8.5" by 11"
 - Submit Content to City's Communication and Technology Services Department and expect 2-3 day turnaround
 - Maximize service by using half sheets
 - Website
 - Each Association will have a designated "landing page" under City's Neighborhood Association main webpage
 - Information on designated webpage includes:
 - **Name**
 - **Boundaries**
 - **Notable features**
 - **Bylaws**
 - **Regular meeting place and time**
 - **Association contact info**
 - **Links to association website or other online resources**
 - About Town Listing
 - City will recognize Neighborhood Associations and contact info
 - **Occurs annually**

Staff Contacts:

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